

ADMINISTRATIVE OPERATIONS COMMITTEE

Administration Building
1930 Prairie St., Glenview IL60025
Regular Meeting Minutes
Monday, March 16, 2015

1. **Roll Call**

Commissioner Casey called the meeting to order at 4:30 p.m. and the roll was called.

Commissioners/Official Staff present: Commissioners Bill Casey, Mary Jean Coulson Charlie Kuhn, Dan Peterson, Dave Tosh, Executive Director Chuck Balling and Superintendent of Administrative Operations Barb Cremin, Attorney Sam Witwer, Superintendent of Park and Facility Services Jim Warnstedt and Park Services Supervisor Brent Carpenter and Superintendent of Leisure Services Bob Quill.

Others present: Former Commissioner Judy Beck

Commissioners/Official Staff absent: None

2. **Buy Board National Purchasing Cooperative:** Superintendent Warnstedt informed the board that there was an opportunity to join this cooperative at no cost to the District to facilitate compliance with state procurement requirements and also to take advantage of the larger scale purchasing power of the cooperative. The cooperative requires, as a condition of membership that the governing body has duly authorized its participation in the cooperative. The District is not required to utilize this cooperative exclusively and can terminate at any time with 30 days' notice. Attorney Sam Witwer has reviewed the agreement with no changes recommended. The Cook County Forest Preserve District has recently purchased using this cooperative and has been satisfied. Staff is looking to use this cooperative to purchase some propane mowers.
3. **Policy 2.40 Board Program Participation Privilege:** Commissioner Peterson re-stated his previous position that facility use benefits for former commissioners and any family members should be discontinued. The Park District Code provides that board members may not be compensated for their services to the District and Commissioner Peterson's position is that the privileges extended in policy 2.40 to former commissioners constitutes compensation. Attorney Sam Witwer responded that he has provided his legal opinion on this matter in 2011 and 2014 and that the District's current practices with regard to this policy were not in conflict with the Park District Code. Former Commissioner Judy Beck provided some background information on the origination of the policy. Committee members discussed the potential for changing the policy to eliminate the benefits going forward while instituting some form of grandfathering clause for the benefits in place. There was no agreed upon resolution to this issue at this time.
4. **Personnel Guidelines:** Superintendent Cremin explained that the Human Resources Department is working to update the Personnel Guidelines to reflect regulatory changes and to consolidate the manual for full time employees and another for part time employees into one comprehensive manual. The Personnel Guidelines serve as the District's primary source of employment-related policies which help guide employment-related decisions. Staff has been working closely with the employment attorneys at the

specialized employment law firm of Laner, Muchin, Dombrow, and Becker to review and revise these personnel guidelines and to consolidate the separate the part time and full time two versions into one document. This is a large undertaking and in an effort to make the review more manageable, staff will present the revisions in sections, rather than the entire document at one time. While sections will be approved incrementally, the effective date would be delayed until the full manual is updated. Staff presented sections 1 through 4 for Committee review.

5. Matters from the Public

None

6. Other

“Experience It”: Sam Witwer provided the committee with an update on a call he received earlier today regarding actions being taken by the NCAA to modify their application for use of the “Experience It” trademark. The committee received a briefing on the process from attorney Ron Rothstein from Winston Strawn, who is representing the District, by phone.

Committee Recommendation/Direction(s)

- a. The Committee recommended board approval of membership in the Buy Board National Purchasing Cooperative*
- b. The Committee recommended that the board approve sections 1 through 4 of the Personnel Guidelines as presented.*
- c. The Committee provided direction to the law firm of Winston and Strawn on behalf of the District to file an opposition proceeding in relation to NCAA use of the Experience It trademark and to proceed with settlement negotiations.*

7. Adjourn

The meeting was adjourned at 6:05 p.m.

ATTEST:

Mary Jean Coulson
Board President

Charles T. Balling
Board Secretary

Approved this 26th day of March 2015